



## **STAFF REPORT**

---

### **Police Department/City Hall Project – December Monthly Update and Policy Direction**

Honorable Mayor and Council Members

#### **Summary**

Staff provides an update on the Police Department/City Hall project to the City Council and community on a monthly basis. This report provides updated information such as recent construction activities, upcoming construction activities, and budget/change orders. Selected photos of the project and a revised schedule are also included.

#### **Background**

On July 22, 2003 the City Council approved the plans and specifications for the Police Department/City Hall project and directed staff to issue them to the pre-qualified bidders. The project includes, but is not limited to, the seismic retrofit of City Hall and the addition of 8,000 square feet. Bids were opened on October 1 and the lowest responsible bidder was Thompson Pacific of San Rafael, which was awarded the contract on October 14. A Notice to Proceed was issued on October 30, 2003 with work to begin on November 10 and continue for 410 days.

As of December 17, 2004 we are at day 403 of the project, or approximately 98% into the official timeline. Clearly the timeline has slipped from the original completion date, as noted before and below, and the project will go beyond the scheduled 14 months.

#### **Discussion**

##### **Recent construction activities -**

- Installation of the structural glass wall system is underway.
- Painting is nearly complete in the south wing.
- Installation of casework and lockers is almost completed in the south wing.
- Tile installation in the 2<sup>nd</sup> floor locker and bathrooms of the south wing was completed.
- Doors and door hardware installation continues in the south wing.
- Installation of plumbing fixtures started in the south wing.
- Installation of the T-bar ceiling grid is nearly complete in the south wing and has started in the addition.
- Telephone, data and security cabling is underway in the south wing.

- Light fixtures are being installed in the south wing.
- Installation of the new elevator is nearly complete.
- Rough electrical is well underway in the addition.
- HVAC ductwork installation continues in the addition.
- Wall framing complete and gypsum board almost done in the addition.
- Taping of the gypsum board underway in the addition.
- Installation of the addition's entrance lobby storefront window system mostly in place.
- Inspections by the City's Building Department, South County Fire, and the consulting engineers continue as needed.

#### **Upcoming construction activities –**

- Continuation of interior finishes in the south wing.
- Continued installation of the structural glass wall system.
- Installation of the roof mounted HVAC units
- Exterior finishes on the front of the addition.

#### **Miscellaneous issues –**

##### Furnishings:

The City has been working with Inside Source to spec the new furniture requirements over the past year. Items have been put in two categories: essential purchases to have installed by the time of move-in and a “B” list of needed things that can be deferred until the end of the project or after move-in. Four bids are being solicited for the furniture on the “A” list, including one from Workspace Innovations, a Belmont firm. We expect to place an order for new furniture around the first of the year.

##### Fences:

Council will recall that the fencing around the Police parking was a bid alternate that we did not accept. Despite reengineering some elements of the construction requirements that we hoped would lower the cost, three bids to do the work all came in high. The primary factor is the cost of the two electric gates at the end of the parking lots. As a result, staff is reluctant to move forward with this entire piece of work until the end of the project when the total financial commitments are clear. This will create problems for Police with the possibility of cars and pedestrians entering their parking area. These will be mitigated as best as possible in the short term. Without some fencing, the large generator will be exposed and the garbage area will be unfinished. Therefore, we will have those two small items done during the project and postpone a decision on the rest of the fencing until the end.

#### **Policy Issues –**

Grand Opening events: Staff has been thinking about what form official opening events should take, given that the project is in two phases. The new entry and lobby, Permit Center and Council Chamber will all be open at the end of Phase I. Thus, it seems appropriate to have some sort of event to commemorate the significant changes. However, the project will not be completed and the Police are unlikely to be in their new location at that point. There are a number of ways opening event(s) could be handled.

Staff recommends an informal “ribbon cutting” occur around the time of the completion of Phase I. While it would be publicized, this would be more of a “city” event with limited speeches, etc.

Then, when the project is 100% complete, we could have a more formal ceremony and an “open house” and actively invite the community to tour the new facilities.

Plaque: It is common to have a plaque dedicated with a new public facility. The question is whether the Council wishes to have one for this building, and if so, what should it say and where should it go? There are a number of ways it could be done. For the Senior and Community Center, the plaque, located at the entrance to the main room, lists the members of the Council, the city manager, the architect and the contractor. For Fire Station 14, the plaque (by the back door) lists the members of the SCFA board (at the time the contract was let), the management committee members, the architect, contractor, construction manager, project manager and fire chief. It also was dedicated to two battalion chiefs, so lists them as well. The Foster City Government Center plaque includes the company names for the general contractor, architect and construction manager. It has the individual names of each council member at the time of the dedication and three council members who served on the Council during earlier phases of the project. It also lists by name the city manager, every department head and the two city staff members who were assigned to the project full time. The Foster City plaque is located on the exterior of their Council Chambers, which is a separate building from city hall.

Belmont is faced with a complicating factor in that the Council that let the contract is not the same Council that will preside over the opening. In addition, the city manager at the time the project began is no longer with the City. As noted above, there are many ways to handle the wording of a plaque, and any is acceptable, should a plaque be desired.

If a plaque is installed, there are several locations that would work for the project:

- On the back of one of the new columns (in the alcove between the front of the building and the glass entry)
- Inside the first floor lobby on the wood paneling (near the Police interior lobby)
- On the second floor lobby (outside the Council Chamber)
- Inside the Council Chamber

The presence of a plaque, and its location, is totally subjective and staff seeks Council direction.

#### Visitor Parking:

Generally, parking is not a problem in the lot currently. However, when there are certain senior or special events, parking can be difficult. Because there will be a net decrease in parking from the previous configuration (though an increase from the current situation), it has been suggested that visitor or short-term parking be designated. This would allow for greater turnover of spots, presumably closer to the entrance, as a convenience for those with brief visits to the building.

The City could place signs indicating that a particular area is for visitor parking more as an advisement vs. enforcement. If we want to place a time limit on the sign (one hour or less), then a Council resolution would be required in order for Police to write citations.

Staff recommends a limited number (4-8) of “visitor” parking spots be created when the project is completed.

#### Logo:

The architectural rendering and construction documents call for a 4 foot metal logo on the

exterior curved wall of the addition. The rendering makes it look like there is plenty of room to fit the logo. However, the curve of the wall forces the logo to be fairly tight and we have concerns that it will not look right, nor will it be as visible from different angles. As a result, after consulting with the architect and construction manager, staff recommends the logo be moved to the corner of the existing building. Pictures of the original rendering and the proposed location are attached. If Council concurs with the change, it will be taken to the Planning Commission for their review.

#### **Budget/change orders –**

The construction contract with Thompson Pacific is for \$7,085,000 (plus approved change orders); Council approved a contingency of \$569,100.

Total Available for the project:	\$9,985,100
Total Available this fiscal year:	\$6,934,255

As of November 30, 2004, approximately \$1.9 million has been expended on the project this fiscal year. In other words, 28% of the available budget has been spent. We are at 60% of payments to the contractor.

#### **Change Orders –**

As of December 17, still only five formal change orders, addressing eighteen separately negotiated changes (including three credits), have been processed and paid, for a net total of \$32,740.

Despite the lack of numerous formal change orders, we know of other construction elements that will result in extra costs to the City. The significant components include: removing the Plate at the edge of the slab, additional demo for the generator pad, drilling through the thickened slab, steel collectors under the thickened slab, changes to the structural steel, additional lockers and benches, revisions to the roof slope and insulation, rerouting conduit for the generator, carpets in the new stairwell, additional electrical work, changes to the existing fire protection system, changes to the Police telecomm room, and HVAC for the server room.

As noted in past reports, there are also a number of situations that should result in credits to the City. For example, less slab demolition and replacement in the south wing, deletion of the projection screen in the Chamber, deletion of the elevator sump pump, reduced conduit and wiring for the new generator, reduced work in the existing north stairs, and deletion of fire alarm devices.

#### **Draws on Contingency -**

On balance, therefore, our rough estimate is that the current net cost of the construction changes identified to date will be about **\$240,000**. Please keep in mind the net cost projection is based on our construction manager's estimates only – not actual agreements with the contractor.

In addition, as noted before, there are other (non-construction) estimated charges against the contingency. For example, the archaeological costs are higher than budgeted, as will be the audio-video equipment and reconnecting the phone lines. Other significant additional expenses include site planning for the current PD site, new workstations for the police dispatch center,

additional casework in the building, additional storage and furniture rental costs, developing the new furniture specs, and some fencing.

*Looking at the overall project*, the current estimate is that we have anticipated charges against the contingency of about **\$415,000** at this point (a total of \$569,100 in contingency funding is available for the project). This does not include an increase in professional fees and there will undoubtedly still be additional costs. Staff will continue to monitor actual expenditures to the plan and will update Council regularly.

### **Project schedule -**

The project schedule is fluid. The main factor causing the delay remains the structural glass wall. That installation is now underway, and we should have a much better sense of a realistic timeline in a month.

Some of the overall delay is due to design errors (such as structural steel), so it is likely that at least some of the delays will be considered “concurrent” (offsetting - “their” fault and “our” fault).

The following is the official timeline as of this date. Some additional delay from what is noted below is likely.

<b>Milestone</b>	<b>Schedule</b>	<b>Revised</b>	<b>Actual</b>	<b>Comments</b>
<i>Phase I:</i>				
Demolition	Jan. 9		Jan 9	
Foundations	Feb. 13		Feb 13	
Shear Walls - Existing Building	March 29		April 7	
Concrete Walls – Addition	April 29		May 26	
Structural Steel	June 23		Sept 16	
Roof on Addition	August 4	Oct. 1		<i>Completion awaits installation of roof mounted HVAC units</i>
Complete Landscaping	August 26	Sept. 27		<i>Obviously not completed</i>
Complete Sitework	Oct. 14	Oct. 14		<i>Some hardscape will wait until structural glass wall and surrounding finishes are completed</i>
Structural Glass	August 20	<b>Dec 27</b>		<i>Unlikely to be met</i>
<b>Phase I complete</b>	Oct. 14	<b>Feb 16</b>		
Transition period	Oct. 25	Feb 17-23		
<i>Phase II:</i>				
Demolition	Nov 4	Mar 2		
Tenant Improvements (currently occupied areas)	Oct. – Dec.	Mar. - April		
<b>Phase II complete</b>	Dec. 23	<b>Apr. 27</b>		

## Photo's -

The following pictures show some of the progress since the last update.



**Fiscal Impact**

There is no fiscal impact to this report.

**Recommendation**

It is recommended that Council:

1. Accept the update provided in this report
2. Provide direction regarding –
  - a. Grand Opening Events
  - b. A Dedication Plaque
  - c. Visitor Parking
  - d. Exterior logo

**Alternatives**

1. Provide alternative direction to staff.
2. Take no action.

**Attachment**

- A. Logo locations

Respectfully submitted,

---

Daniel Rich  
Interim City Manager